

**The School District of Pittsburgh  
and  
Allegheny Partners for Out-of-School Time (APOST)  
an Initiative of the United Way of Southwestern PA**

***Request for Proposal***

**Partner Organizations to Implement  
Enrichment Activity Programming  
for the After-School Academy – 2019-2020**

*Program details outlined in this RFP are subject to change.*

**ISSUED:** July 30, 2019

**SUBMISSIONS DUE:** Friday, August 23, 2019

## Request for Proposal: Partner Organizations for After-School Academy

Dear Prospective Activity Provider,

After-School Academy (ASA) is a 21<sup>st</sup> Century Community Learning Centers (CCLC) afterschool program within Pittsburgh Public Schools funded in full or in part with a grant by the Pennsylvania Department of Education. The program is at Pittsburgh Brashear and Pittsburgh Perry (grades 9-12), and Pittsburgh Faison (grades 4-8). ASA offers students academic support and supplemental enrichment activities.

"The 21st Century Community Learning Centers (21st CCLC) program is authorized under, Title IV, Part B of the Elementary and Secondary Education Act (P.L. 107-110), as amended by the No Child Left Behind Act of 2001 and reauthorized by the Every Student Succeeds Act (ESSA) of 2015. The 21st CCLC program provides funding for the establishment of community learning centers to provide academic, artistic and cultural enhancement activities to students and their families when school is not in session. The primary goal of these centers is to assist students with meeting state and local standards for core subjects such as reading and mathematics, by providing students with academic enrichment opportunities. In addition to academics, centers may also offer participants a broad array of other services and programs, such as art, music, service learning, character education, drug and violence prevention programming, recreation activities and technology education. Those opportunities may take place before school, after school and/or during the summer. Ancillary services for parents such as literacy instruction may also be given." (PA Dept. of Education)

We rely on contracted partners to facilitate creative, dynamic enrichment programming, and we are currently seeking high quality organizations and individuals to work with our students during the school year. As we aim to provide a variety of program options, we anticipate selecting multiple providers.

We encourage you to read the details of this Request for Proposal carefully, and consider submitting a proposal to implement an activity during the 2019-2020 After-School Academy. **Proposals are due no later than Friday, August 23, 2019 at 4:00 PM**, and detailed submission requirements are included on subsequent pages of this Request for Proposal.

Sincerely,

Melanie Claxton  
Coordinator, Out-of-School Time  
[mclaxton1@pghschools.org](mailto:mclaxton1@pghschools.org)  
<https://www.pghschools.org/Page/4724>

Kathryn Vargas  
Director, APOST  
[kathryn.vargas@unitedwayswpa.org](mailto:kathryn.vargas@unitedwayswpa.org)  
<http://www.afterschoolpgh.org/>

## Request for Proposal: Partner Organizations for After-School Academy

### Section 1: General Information

#### Introduction

The Pittsburgh Public Schools (herein referred to as “the District”) and Allegheny Partners for Out-of-School Time (herein referred to as “APOST”) seeks proposals demonstrating outstanding commitment to student engagement and interest through providing students with a unique learning opportunity during the 2019-2020 After-School Academy (ASA).

ASA will include 32 weeks of programming, operating from October 2018 through June 2019.

Proposals are solicited which demonstrate the capacity to plan and implement student-centered programming for unique, fun, exciting, and educational activities.

There are several different opportunities to partner with the 2019-2020 After-School Academy. All proposers are asked to consider their interests, strengths, and skills, and to propose programming that will be engaging for youth.

#### Contact

Any questions regarding this RFP should be addressed to Gulcan Tokluoglu at Allegheny Partners for Out-of-School Time (APOST) at [Gulcan.Tokluoglu@unitedwayswpa.org](mailto:Gulcan.Tokluoglu@unitedwayswpa.org).

Locations and students served for the 2019-2020 ASA Sites are:

- Pittsburgh Brashear for 9-12<sup>th</sup> grade (590 Crane Ave, Pittsburgh, PA 15216)
- Pittsburgh Perry Traditional Academy for 9-12<sup>th</sup> grade (3875 Perrysville Ave, Pittsburgh, PA 15214)
- Pittsburgh Faison for 4-8<sup>th</sup> grade (7430 Tioga St, Pittsburgh, PA 15208)

#### Timetable/Response Submittal

Proposals will be accepted through **Friday, August 23, 2019 at 4 pm**. Selection of organizations will be made based on the proposals submitted and interviews, if needed. A timetable for the selection process is provided below.

Process	End Date
Request for Proposal (RFP) Issued	Tuesday, July 30, 2019
Proposals Submitted	Friday, August 23, 2019
Interviews (if needed)	Wednesday, August 28, 2019
Providers Notified	Monday, September 9, 2019
Provider Contracts Signed	Friday, September 20, 2019

## Request for Proposal: Partner Organizations for After-School Academy

### Section 2: Scope of Services

#### Who May Apply

Proposals are solicited which demonstrate the capacity to plan and implement inclusive student-centered programming for unique, fun, exciting, and educational activities. All proposers are asked to consider their interests, strengths, and skills, and to propose programming that will be engaging for all children. Proposers may be non-profit or for-profit. Previous experience working with children is desired.

#### Contract and Option Periods

The term of the contract shall be active on or about Monday, September 9 with programming slated to begin on Monday, October 7, 2019 until on or about June 12, 2019.

#### Attendance Clause

The District and APOST will work in coordination with contracted providers to promote high attendance, and will share resources and recommendations for encouraging students to attend regularly. Providers are expected to actively participate in ASA retention efforts throughout program from October through June, as well as partake in mid-year and end of the year celebrations to be determined by ASA site coordinators.

#### Program Timeline

While exact program times differ from site to site, activities typically run between 45 minutes to an hour.

The program year is divided into trimesters for enrichment providers. Your organization may be asked to serve either 1, 2, or all 3 trimesters based on organizational fit, site-based needs, and program requirements identified in your proposal.

#### Site Logistics

Each site has an ASA coordinator which are being finalized. The site coordinator will be the contact person for all needs at the ASA site in parallel to APOST.

Please be as detailed as possible in describing the space and materials that will be required for the activity/activities being proposed, including outlining associated costs in the budget and budget narrative (see Section 3 for more information).

#### Mandatory Staffing Requirements

The District and APOST requires a maximum ratio of twenty students to one adult for the duration of the ASA.

Required trainings for all front line program staff include:

- ASA orientation & site walkthrough
- Quarterly site based trainings

These trainings are free for staff to attend with date, time, and location to be announced in the future.

## Request for Proposal: Partner Organizations for After-School Academy

### Required Deliverables Prior to ASA Start

1. **Employee Roster – by September 30, 2019:** Contracted providers shall submit their employee roster no later than October 5, 2018. This roster shall list the name of each staff member who will be working with students as well as the site(s) at which he/she will be working.
2. **Staff Clearances – by September 30, 2019:** Contracted providers and any employee of a provider who will have direct contact with children during ASA shall complete three required clearances and submit proof of these clearances to APOST by October 5, 2018. The required clearances are:
  - Act 34 (Criminal Record Check)
  - Act 151 (Child Abuse History)
  - Act 114 of 2006 (FBI Federal Criminal History) through the Department of Education. We will not accept FBI background completed through other sources.

The fees to complete required clearances are to be paid by the contracted provider and should not be billed to the District or APOST in proposed budget.

3. **Communication with APOST and PPS:** Contracted providers shall meet with site coordinators and other PPS staff as needed to ensure full coordination of enrichment activity programming with all other aspects of the ASA
4. **Insurance – by September 30, 2019:** Contracted providers must add United Way of Southwestern Pennsylvania and Pittsburgh Public Schools as additionally insured as follows:
  - **General Liability: \$1,000,000 per occurrence**
  - **Umbrella Liability: \$1,000,000 per occurrence**

Contracted providers should submit proof of insurance for:

- **Workers Compensation and Employers Liability:**
  - i. Workers Compensation: Statutory Limits.
  - ii. Employers Liability: \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury or Disease.

5. **Invoices:** Contracted providers shall submit monthly invoices and student attendance to obtain payment from APOST for costs associated with implementing enrichment programming at ASA.

## Request for Proposal: Partner Organizations for After-School Academy

### Section 3: Detailed Proposal Requirements

All proposers shall be accorded fair and equal treatment with respect to the selection process. Discussions may be conducted between the District, APOST, and prospective proposers, or with proposers who have submitted proposals. During these discussions, there shall be no disclosure of information derived from proposals submitted by other proposers.

#### Contents of Proposal

##### 1. Cover Page: Please submit a cover page with the following information:

###### General Information

- Organization name
- Organization mailing address
- Organization website
- Proposer's name and title
- Name of authorized organization contract signatory
- Submission date

**Primary Contact** - the primary contact person identified on the cover page will receive all relevant communication regarding the status of the proposal.

- Primary contact name
- Primary contact phone number
- Primary contact e-mail address

###### Activity Description

- Name of proposed activity
- Description of the activity (Not to exceed 250 words)
- Length of session per day/per week (i.e. 1 hour per week or 45 minutes two times a week)
- Number of weeks needed for student outcomes (i.e. 8 weeks, 12 weeks, 32 weeks)
- Desired number of students per session
- Preferred Site(s) (Faison, Brashear or Perry)
- Per session cost or total activity cost for the full school year. If the activity can be provided at no cost, please let us know your funding sources. We would be supportive of submitting letters of support.

*Proposers wishing to submit proposals for multiple activities at ASA shall submit a separate cover page for each proposed activity.*

## Request for Proposal: Partner Organizations for After-School Academy

### 2. Detailed Activity Plan (not to exceed two pages): please describe the details of the program that would allow reviews to understand:

- Objective and goals of the activity and what will the student learn by the end of the activity
- In what ways do you ensure your program is accessible to students with varied abilities, including students with disabilities?
  - In what ways does the program offer inclusive opportunities, supports, and services for students with disabilities to ensure they are accessing their Least Restrictive Environment (LRE)?
- In what ways is this opportunity unique, fun, exciting, and educational for youth?
- Will there be anything tangible for the students to display or showcase?
- Describe your general session format and agenda for the individual sessions and throughout the timeframe proposed
- Please note how new students would be engaged in the activity throughout the year
- Describe how your activity will support the goals of 21<sup>st</sup> CCLC in maintaining or increasing academics specifically with reading or math?
- Does your curriculum align to state standards and if so, which ones.

### 3. Staff (not to exceed one page): please describe your organization and team's ability to deliver quality program in the content area proposed.

- Describe any awards, certifications and licenses that support expertise in the content area
- Describe the direct staff's experience working with youth from the district. Tenure of the staff within your organizations.
- How you will hire staff (if needed)
- Share any successes from PPS students in your program.

### 4. Facilities and Materials (not to exceed one page): ASA, the district and PPS will not provide any supplies for your activity. Please plan accordingly within your budget.

- Describe the type of room most suitable for your activity
- Describe the type of access of resources you may need (ie. Projector, outlets for equipment, storage for supplies, sink for clean-up)
- If using technology and websites: please list the websites you will use regularly

## Request for Proposal: Partner Organizations for After-School Academy

**5. Budget and Budget Narrative** (not to exceed one page): Please submit a detailed budget that is aligned with the activity plan even if the activity is being provided at no cost to the district.

Budget should/can include:

- a. Personnel
- b. Benefits and Fringes
- c. Equipment
- d. Event supplies for showcases and family engagement
- e. Field trips
- f. Materials and supplies

Please list any outside funding sources that maybe used to supplement this activity.

### General Submission Requirements

Hard Copy Submissions	Electronic Submissions
<ul style="list-style-type: none"> <li>• All hard copy proposals must be created using:           <ul style="list-style-type: none"> <li>- 12-pt font</li> <li>- 8½" x 11" paper</li> <li>- 1-inch margins</li> <li>- page-numbered</li> </ul> </li> <li>• We discourage the use of expensive paper and bindings as no material will be returned to proposers.</li> <li>• Three (3) copies of the proposal shall be prepared and delivered to: APOST/United Way of SWPA 1250 Penn Avenue Pittsburgh, PA 15222</li> </ul>	<ul style="list-style-type: none"> <li>• All electronic proposals must be created using:           <ul style="list-style-type: none"> <li>- 12-pt font</li> <li>- 8½" x 11" paper</li> <li>- 1-inch margins</li> <li>- page-numbered</li> </ul> </li> <li>• All electronic submissions must be sent as a single PDF attachment to <b><a href="mailto:apost@unitedwayswpa.org">apost@unitedwayswpa.org</a></b></li> <li>• Information included in the body of the e-mail message will not be considered in the evaluation of proposals submitted electronically.</li> </ul>
<p><b>Confirmation of Receipt</b></p> <p>Confirmation of receipt of proposals submitted in hard copy and electronically will be sent via e-mail to the primary contact listed in the proposal no later than 5:00 p.m. on Monday, August 12, 2019</p>	

- **All proposals must be received by 4 p.m. on Friday, August 23, 2019**
- Proposals submitted via fax will not be accepted.
- Late proposals will not be accepted.

**Please note:** The District and APOST reserve the right to (i) select one or more providers to provide the services outlined herein; (ii) reject any and all proposals; (iii) identify any areas where a conflict of interest may exist; and (iv) utilize existing District or APOST staff and/or existing District or APOST resources without required submission of a proposal.

## Request for Proposal: Partner Organizations for After-School Academy

### Section 4: Evaluation Criteria

Proposals will be reviewed by an evaluation committee. Contracts will be awarded to qualified proposers whose proposals are most advantageous to the District and APOST based upon the evaluation criteria specified below. The District and APOST reserve the right to request presentations from those organizations determined to be in a competitive range and shall use the information derived from these presentations, if applicable, in the evaluation. The District and APOST anticipate selecting multiple providers.

All proposals will be evaluated based on the following criteria:

Category	Percentage Weight
Activity Plan	50%
Qualifications and Experience	25%
Budget and Budget Narrative	20%
Completeness of Proposal & APOST Quality Campaign Membership	5%
Total Percentage	100%